



TELECOMMUNICATIONS DIVISION

**AGENCY TELECOMMUNICATIONS REPRESENTATIVE**

***BULLETIN 04 - 06***

**DATE: NOVEMBER 19, 2004**

**SUBJECT: CHIEF AGENCY TELECOMMUNICATIONS REPRESENTATIVE  
(CATR)/AGENCY TELECOMMUNICATIONS REPRESENTATIVE (ATR)  
DESIGNATION FORM**

**ACTION:**

- The Chief Agency Telecommunications Representative (CATR) should provide this bulletin to the Agency Telecommunications Representatives (ATRs); and to appropriate management, and other staff who may be affected by this information.
- All state and local agencies are requested to designate a CATR, then complete and fax a new CATR/ATR Designation Form to the DGS-TD Office of Network Services (ONS) CATR/ATR Coordinator at (916) 657-9511 by **December 10, 2004**.
- Use the new CATR/ATR Designation Form to **update the DGS-TD any time** there is a change in status or information regarding the CATR or ATR(s). Include two e-mail addresses, as requested.
- The ATR Bulletin 02-02, Agency Telecommunications Representative (ATR) Designation Form and E-mail Updates, dated February 8, 2002 is made obsolete effective with this ATR bulletin.

**BENEFITS:**

- The CATR provides a single point of contact with DGS-TD to help effectively coordinate issues within their agency and with ATRs.
- A properly completed CATR/ATR Designation Form TD-965, will:
  - Expedite the STD. 20 ordering process for CATR/ATR(s) authorized to place orders and expend funds for telecommunications products and services.
  - Help keep the information current and complete for CATR/ATRs so that information sharing and contacts may be made as needed.
  - Allow ATR Bulletins to be sent by e-mail rather than by regular mail, expediting dissemination of the information, and easy distribution within your agency as needed.
  - Provide cost savings and minimize waste by reducing or eliminating paper distribution and mailings.

**KEY POINTS:**

A new CATR/ATR Designation Form TD-965 (copy attached), replaces the former ATR Designation Form, and is available at the DGS-TD Office of Network Services (ONS) homepage <http://sequoiapacific.dts.ca.gov> (click on Network Services, Customer Resources, then Forms).

- State agencies, and local agencies using DGS-TD contracts, are required to provide CATR/ATR information to DGS-TD on the CATR/ATR Designation Form, TD-965. Fax completed forms to the CATR/ATR Coordinator at 916-657-9511.
- Two e-mail addresses, one primary and one back up, are required to enable reliable receipt of ATR Bulletins and other information. It is expected that the agency CATR will distribute ATR Bulletins and other information to appropriate staff and management as needed.
- To avoid missed messages, keep in mind the potential for absences when designating the e-mail addresses. Careful thought should be given to who should have access, and the frequency with which these e-mail addresses will be reviewed for messages.
- To help maintain the integrity of the ATR list, a **manager or supervisor is required to sign** the CATR/ATR Designation Form prior to faxing it to DGS-TD.
- The current DGS-TD contact for CATR/ATR information and requests is Joy Smith. Please contact her at (916) 657-6164 or at [joy.smith@dgs.ca.gov](mailto:joy.smith@dgs.ca.gov).

**BACKGROUND:**

The information from the CATR/ATR Designation form is used to update the state agency CATR/ATR List posted on the ONS homepage noted above. For state agencies, the CALNET Master Contract vendors use the list to verify that the name on the STD. 20 matches the authorized name on the CATR/ATR list prior to fulfilling the order.

The CATR/ATR information is also used to disseminate guidelines and information to state and local agencies relating to telecommunications matters via ATR Bulletins and special messages. The CATR and as appropriate, ATRs also help to coordinate agency specific issues with the DGS-TD.

Refer to the State Telecommunications Management Manual (STMM), [Sections 0200.0](#) and [0201.0](#), for more information on CATR/ATR responsibilities or see the ONS homepage noted above. See STMM [Section 0799.1](#) for the form and instructions to complete a STD. 20.

To view previous ATR bulletins, refer to the DGS-TD website at <http://sequoiapacific.dts.ca.gov> (click on Network Publications on the right side of the page, then scroll down to the ATR bulletins).

**ATR BULLETIN 04-06**

**CHIEF AGENCY TELECOMMUNICATIONS REPRESENTATIVE (CATR) / AGENCY  
TELECOMMUNICATIONS REPRESENTATIVE (ATR) DESIGNATION FORM**

**November 19, 2004**

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For questions regarding this bulletin or other telecommunications issues, please call the DGS-TD Resource Communications Center at (916) 657-9903 (CALNET 437-9903) and ask to speak to a Customer Account Manager.

A handwritten signature in black ink, appearing to read "Barry R. Hemphill", with a long, sweeping underline.

BARRY R. HEMPHILL  
Deputy Director for Telecommunications

BH:LM:pcr

Attachment: [CATR/ATR Designation Form and Instructions](#)

**CATR/ATR DESIGNATION FORM**

TD-965 (NEW 02-04)

**CHIEF AGENCY TELECOMMUNICATIONS REPRESENTATIVE (CATR)/  
AGENCY TELECOMMUNICATIONS REPRESENTATIVE (ATR)**

PLEASE PRINT CLEARLY	CATR/ATR Information:	CATR/ATR Information:
Instructions (Check appropriate box to the right and follow the instructions below)	<b>ACTION TO BE TAKEN</b> (Check all boxes that apply)	<b>ACTION TO BE TAKEN</b> (Check all boxes that apply)
A. (Complete #s 1-10 to add a person)	A. Add new <b>Chief ATR</b> (one only) <input type="checkbox"/>	A. Add new <b>Chief ATR</b> (one only) <input type="checkbox"/>
B. (Complete boxes 1, 2, 7 & 10 for the person to be removed.)	B. Remove current Chief ATR <input type="checkbox"/>	B. Remove current Chief ATR <input type="checkbox"/>
C. (Complete boxes 1 & 2 for the person(s) that the changes apply to, then complete the additional applicable boxes)	C. Change CATR information <input type="checkbox"/>	C. Change CATR information <input type="checkbox"/>
D. (Complete #s 1-10 to add a person)	D. Add new <b>ATR</b> <input type="checkbox"/>	D. Add new <b>ATR</b> <input type="checkbox"/>
E. (Complete boxes 1, 2, 7 & 10 for the person to be removed.)	E. Remove current ATR <input type="checkbox"/>	E. Remove current ATR <input type="checkbox"/>
F. (Complete boxes 1 & 2 for the person(s) that the changes apply to, then complete the additional applicable boxes)	F. Change ATR information <input type="checkbox"/>	F. Change ATR information <input type="checkbox"/>
<b>1. Date Action is to be effective:</b>		
<b>2. Name:</b>		
<b>3. Title:</b>		
<b>4. Telephone Number:</b> (Include area code & extensions)		
<b>5. Fax Number:</b> (Include area code)		
<b>6. Mailing Address:</b> (Include Street or PO Box, City/State/Zip)		
<b>7. Agency Name:</b>		
<b>Division/Office Name:</b>		
<b>Unit Name:</b>		
<b>8. Inter-Agency Mail Station (IMS) Code</b> (State Agencies Only)		
<b>9. E-Mail Addresses:</b> (Provide at least 2 different e-mail addresses even if listing only one name)	1.  2.	1.  2.
<b>10. Approval:</b> The signature of the CATR or CATR supervisor below provides the new CATR/ATR(s) listed here the authority to sign STD.20s to order telecommunications services/equipment, and indicates authorization of the reported adds and changes.		
<b>Chief ATR or Chief ATR's Supv/Mgr Signature</b>		<b>Date</b>

**DEPARTMENT OF GENERAL SERVICES (DGS)  
TELECOMMUNICATIONS DIVISION (TD)**

**CHIEF AGENCY TELECOMMUNICATIONS REPRESENTATIVE (CATR)/  
AGENCY TELECOMMUNICATIONS REPRESENTATIVE (ATR)**

**TD-965 CATR/ATR DESIGNATION FORM  
INFORMATION AND INSTRUCTIONS**

**PURPOSE:**

Use the CATR/ATR Designation Form to add or change your agency's\* designated CATR or ATR(s), or their related information. For additional information on the [responsibilities of the CATR and ATR](#) see <http://sequoiapacific.dts.ca.gov> [Click on Office of Network Services (ONS) and scroll down to Customer Resources.]

Local government agencies are encouraged to designate CATRs/ATRs so they will receive pertinent information (e.g. changes to the use of DGS-TD Master Service Agreements, such as CALNET, Telecommunications Consulting, etc.)

\*Agency is defined as any state government agency, department, office, board or commission.

**BACKGROUND AND INFORMATION:**

State agencies are required to provide an updated CATR/ATR Designation Form whenever there is a change in an agency's CATR/ATR designation(s). (Local government agencies are encouraged, but not required, to complete updated CATR/ATR designation forms.)

The updated information is used by the DGS-TD to maintain a current list of authorized CATR/ATRs, and indicates the appointed ATRs have been cleared to act on behalf of the agency. This list is provided to the CALNET vendors so that they can determine who is authorized to place orders and expend funds for telecommunications products and services. These updated designations will also ensure timely receipt of pertinent information regarding the [CALNET Master Contract](#), CNT-001 and other telecommunications and network services information.

This information will be provided by e-mail, so it is important to provide at least two e-mail addresses to cover absences. Additionally, CATRs and ATRs or other interested parties are encouraged to visit the DGS-TD website, [What's New In ONS](#) page and subscribe to obtain automatic notification of new information.

A new form should be submitted any time the following changes occur:

1. A new CATR is appointed. (Each agency must have a single CATR at the supervisory level or above.)
2. A new ATR(s) is appointed. (Each agency may designate as many ATRs as required to meet telecommunications needs.)
3. A CATR or ATR needs to be removed from the list.
4. There is a change to any of the information for a CATR or ATR (e.g. change of address, phone number, e-mail address).

To help maintain the integrity of the ATR list, the CATR is required to sign the ATR Designation Form for all ATR adds or changes. When a CATR is designated or changed, the form should be signed by the supervisor/manager of the CATR.

Refer to the State Telecommunications Management Manual (STMM), Chapter [0201.0](#) for more information on CATR/ATR responsibilities. Additional information can be found at <http://sequoiapacific.dts.ca.gov> (click on Network Services and scroll down to CATR/ATR Responsibilities.)

### **HOW TO COMPLETE THE FORM:**

1. Download the [CATR/ATR Designation Form](#).
2. Check the appropriate box (es) under "Action to be Taken." The instructions in the left hand column correspond to the letter of the box checked. Fill out all fields on the form for each new CATR/ATR. **Please print clearly.**
3. If there is a change in the current CATR or ATR information, provide the new information in the appropriate box. For example, if the telephone number of the ATR has changed, check the box, "F. Change in ATR information", complete the information in numbers 1 and 2, then enter the new phone number with area code and extension in box 4.
4. Two different e-mail addresses are required as a backup during absences to help ensure telecommunications information from DGS-TD is received and acted upon promptly. Chief ATRs and ATRs should not designate each other as the second addressee. It is recommended to select a person with backup responsibilities that is not already designated as an ATR or CATR.
5. The CATR or CATR's supervisor must sign and date the form.
6. Fax or mail the completed form to:

**Fax:** (916) 657-9511  
ATTN: CATR/ATR Coordinator

**Mail:** DGS Telecommunications Division  
Office of Network Services  
601 Sequoia Pacific Boulevard  
IMS-G23  
Sacramento, CA 95814  
ATTN: CATR/ATR Coordinator

7. For questions on use of the TD-965 form, or for assistance in completing the form, call (916) 657-9903 or (800) 807-6755, and request to speak with the CATR/ATR Coordinator.